

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Congratulations once again on the successful closing of your [property/transaction]! It was a pleasure working with you throughout this process, and I am thrilled that we reached this milestone together.

My service does not end at the closing table. To assist with your transition, I have enclosed a **[Title of Value-Add Item, e.g., Local Vendor List / Maintenance Checklist / Homeowner Guide]**. I hope you find this resource helpful as you settle in.

I am always looking for ways to improve the experience I provide. If you have a moment, I would greatly appreciate any feedback you have regarding our work together.

As I grow my business, I rely on referrals from valued clients like you. If you know of any friends, family members, or colleagues who are looking to buy or sell, please feel free to share my contact information with them. I promise to provide them with the same high level of care and dedication I gave to your transaction.

Please do not hesitate to reach out if you have any questions or if there is anything else I can do for you.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]